

**Carlisle Housing Authority  
Meeting Minutes  
July 18, 2016**

**Present:** Alan Lehotsky, Chair; Mark Levitan, Vice-Chair; Carolyn Ing; Steve Pearlman; Barbara Bjornson; Elizabeth DeMille Barnett, Housing Coordinator.

**1. Meeting called to order at 7:40 p.m.**

**2. Old Business**

- a. **Benfield Farms.** Elizabeth DeMille Barnett reported that there is no news to report.
- b. **TILL, Inc. Group Home.** Ms. Barnett reported that TILL, Inc. construction continues on schedule for August occupancy.
- c. **Housing Authority FY 17 Goals.** Mark Levitan led a discussion about the proposed development of goals for the CHA for Fiscal Year 2017. Discussion focused on the attached document “Draft technical working document -Goal Development, 7/18/16”:  
Proposals included:
  - Develop a communication plan for various committees and key leaders of the community
  - Develop the Carlisle resident demographics
  - Make decision about whether or not to request CPA funds for FY 2018 – application due at calendar year end
  - Due to state affordable housing financing policy, consider workforce rental housing as a funding priority
  - Make the collaborative development of an Inclusionary Zoning bylaw critical
  - Continue monitoring affordable units on the Department of Housing and Community Development Subsidized Housing Inventory
  - Action Items
    - Get on calendar with the Housing Trust re: education and outreach on the 2015 Town of Carlisle Housing Production Plan
    - Revise/update the CHA brochure
    - Review Recreation Commission Banta Davis Recreation Field study
    - Due diligence on workforce housing prototypes and financing options

**3. New Business**

- a. **Election of Officers**

Office - Nomination	Motion	Second
Chair – Mark Levitan	Alan	Steve
Vice Chair – Alan Lehotsky	Mark	Steve
Treasurer – Steve Pearlman	Mark	Alan
Secretary – Barbara Bjornson	Mark	Steve
Trustee Representative – Carolyn Ing	Alan	Mark

Motion to approve the slate as presented by Alan; seconded by Mark. All present aye, the motion passed. Ms. Barnett suggested we might consider more formal liaisons with key town committees (e.g., Planning Board, COA). We agreed to hold off on that discussion until our next meeting.

4. **Housing Coordinator Report.** Ms. Barnett provided an update on the Long Ridge Road development per the 7/14/16 email from the Zoning Board of Appeals. She also reported on the Jewish Community Housing for the Elderly Aging in Community training, particularly its leadership in initiatives in senior housing with resident supports. She also shared that she had received her Massachusetts Public Procurement Officer certification from the Massachusetts Inspector General's Office.
5. **Authorizations.** Ms. Barnett gave a final update on the FY16 CHA annual budget. All \$500.00 in the budget was spent. She suggested that the Housing Authority consider reviewing its budget/ spending needs for next year and consider making a request for an increase accordingly. Consensus of the board was that this was a good plan.
6. **Approval of Minutes:** Barbara Bjornson made a motion and Steve Pearlman seconded it to approve the July 7, 2016 Minutes. All present aye, the motion passed. Next Meeting Dates: August 15, 2016.

Meeting Adjourned at 9:15 p.m. Motion to adjourn by Mr. Pearlman; seconded by Ms. Ing. All present aye, the motion passed.

Respectfully submitted,

Barbara Bjornson, Secretary; Elizabeth DeMille Barnett, Housing Coordinator